Welcome to Linden Oaks Behavioral Health. We understand that today's visit may be stressful and would like to ease that stress by letting you know what to expect.

The first step of this process is a free assessment in which you will meet with members of our Resource and Referral Center (RRC) team.

The assessment will last approximately 90 minutes. The purpose of the assessment is to find out what brings you here today and determine an appropriate level of care.

Following the assessment, our team will consult with a psychiatrist to provide you the most appropriate treatment recommendation. Levels of care can range from outpatient referral to inpatient care.

Prior to your assessment, we ask you to review and complete the following forms:
- **Notice of Privacy Practices** (for you to keep for reference)
- **Intake Information Form** (complete and keep for your assessment)
- **Acknowledgement of Receipt of Notice of Privacy Practices** (complete and return to reception)

When all the forms are completed, return the Acknowledgement of Receipt Form to the reception. If you have completed and printed these forms prior to arriving, check in with reception and hand in your completed Acknowledgement of Receipt Form.

After these forms have been completed, a member of our RRC team will bring you to a confidential and private assessment room to review the Intake Information Form.

Our staff will also ask to see and copy/scan the following items for registration and referral purposes:
- **Driver's license or identification card**
- **Insurance card**

For the safety of our staff and patients, we routinely ask that the person being assessed empty his/her pockets. All of these belongings are kept in the RRC office and will be returned to you upon completion of the assessment. Alternatively, you may leave these items in your car.

Thank you for choosing Linden Oaks Behavioral Health. For questions, concerns, or complaints, you can contact RRC at (630) 305-5027.

Sincerely,

Linden Oaks Behavioral Health

Linden Oaks
BEHAVIORAL HEALTH